

COMMUNITY DEVELOPMENT PLANNER

Grade: 9

Full Time, non-exempt

Effective: April 12, 2003

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs intermediate professional work in the handling of a variety of assignments; does related work as required. Work is performed under regular supervision.

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires fingering and grasping; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Reviewing land use applications; ensuring compliance with ordinances, statutes, and regulations; providing professional planning services; gathering and analyzing data; providing staff support to boards and committees; administering ordinances.

Reviews development and related land use permit applications, site plans, subdivision plats, variance applications, etc.;

Examines applications for compliance with established plans and ordinances, and applicable local, state or federal regulation;

Solicits input from appropriate staff;

Maintain and use the physical and statistical data base of the Town for review and assessment of development proposals and regulatory compliance;

Review permit applications for compliance with Town codes and ordinances;

Assists with notifications and procedures for hearings; enforces compliance with regulations; prepares reports and related data as required;

Provides technical and professional advice; makes presentations to boards, commissions, civic groups and the general public;

Provides information on land use applications, ordinances, codes, plans and related planning programs, services or regulations to architects, engineers, developers, contractors, owners, community groups and interested persons;

Provides staff support to the Planning Commission and Board of Zoning Appeals as needed and assigned; prepares planning reports and supporting data, including recommendations on various land use proposals;

Conducts GIS projects in land use planning and other activities;

Assists in maintaining the database of information for planning purposes;

Responds to local citizens inquiring about local planning and zoning regulations and ordinances;

Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

General knowledge of the principles and practices of planning and zoning; general knowledge of current literature and recent developments in the field of planning and zoning; some knowledge of GIS systems; ability to analyze and systematically compile technical and statistical information and to prepare technical reports; ability to interpret various rules and regulations; ability to prepare and present technical information clearly; ability to establish and maintain effective working relationships with associates, and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in urban planning or related field and some experience in professional planning work.